

Anne

POLICY OF THE THEATER OF UNIVERSAL IMAGES

1. Everyone is to sign in and out on the log sheet in the hallway, and the Stage Manager's log.
2. Performers are restricted to the studio, dressing rooms, bathrooms and foyer. They are not allowed in the sound room or upstairs, unless that area is designated.
3. No drugs, of any kind, are allowed in the theater, except those prescribed by a doctor. No alcohol is allowed in the theater, unless authorized.
4. With regard to the lights in the facility, reserve power by turning them off not in use. #1 and #2 operate studio work lights. #25 is for the lights in the sound room, and #10 and #12 are for lights in the dressing room.
5. After the cast has arrived, doors should be locked during Saturday rehearsals. The policy for visitors will be left to the Director's discretion.
6. No personal calls may be made at the theater. Use the phone in the lobby of Symphony Hall. See either Clarence Lilley or Willie Gibbs for emergency calls.
7. ~~For messages, check the Box Office and the Stage Manager box everyday.~~
8. ~~Lights - exit lights #6 and #21, #27 and #29 sound room~~
9. ~~Intercom - turn up E & F and master~~